



Ojai Adult School
414 E. Ojai Avenue
Ojai, Ca. 93023

Transcript and Records Request Form
Questions: 805-640-4300 Ext. 1960

Please complete the following:

Last Name (at time of attendance): _____ **First Name:** _____

DOB: _____ **Graduation Year:** _____ **Phone number:** _____

Signature: _____ **Date:** _____

Check type of record(s) you are requesting:

- Official Transcript (sealed in an envelope, cannot be sent via email)
- Unofficial Transcript
- Immunizations
- Enrollment History
- Other _____

To process your request, please provide each of the following using one of the methods listed below:

- 1. Completed and signed Transcript and Records Request Form**
- 2. Copy of valid picture ID with signature**
- 3. Address or email to send transcript/records**

Mail all required items to:
Ojai Adult School
Attn: Registrar
414 E Ojai Ave
Ojai, CA 93023

Fax all required items to:
805-640-4341

Email all required items to:
rlambos@ojaiusd.org

Please allow 3 business days for processing.